

**Delaware Health and Social Services
Division of Developmental Disabilities Services**

TRAINING

**Office of Training and Professional Development
(TAPD)**

TAPD TRAINING CALENDAR

JULY-DECEMBER, 2008

TABLE OF CONTENTS

TAPD STAFF LISTING	3-4
TRAINING GUIDELINES AND GENERAL INFORMATION	5
DIRECTIONS TO TRAINING LOCATIONS	6-7
TAPD COURSE DESCRIPTIONS	8-10
STOCKLEY CENTER STAFF CLASS LISTINGS (STOCKLEY CENTER STAFF ONLY, NO AGENCY STAFF, NO SLP's)	11
<u>KENT/ SUSSEX CLASS LISTINGS</u>	12-15
<u>NEW CASTLE COUNTY CLASS LISTINGS</u>	16-18
<u>***SPECIAL TRAININGS***by NCC TAPD</u>	19
<u>***Sharper Training & Consult. Services-Special Trainings</u>	20
REGISTRATION FORM	21

TAPD OFFICE PHONE #'S:

(Kent/ Sussex TAPD is located @ Stockley Center, Georgetown, C-2 Building)

KENT/ SUSSEX TAPD: PH# 302-933-3170
FAX# 302-934-1944

(New Castle County TAPD HAS RELOCATED TO THEIR NEW FOX RUN LOCATION)

NEW CASTLE TAPD: PH# 302-836-2130 (FOX RUN)
FAX# 302-836-2645

DDDS and TAPD STAFF LISTING:

**Marianne Smith, DDDS Director
Located at in Woodbrook-Dover, DE**

**Roy Lafontaine, DDDS Division Deputy Director
Located at Woodbrook in Dover**

Kent/ Sussex TAPD Staff:

**Karen Smith, Training and Professional Development (TAPD),
Director of Training and Professional Development/ Training Administrator II
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**Marcie Manuszak, Administrative Specialist II, TAS Administrator
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STAFF LISTING CONTINUED:

Joanne Sassi, Shared Living Trainer

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Katie Hoffman, Teaching Assistant

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New Castle County TAPD Staff: (TAPD offices RELOCATED TO FOX RUN)

Leslie Hailey, Training Administrator I

Statewide ELP Coordinator

Located at Fox Run Bldg., 2540 Wrangle Hill Rd., Suite 200, Bear, DE 19701

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Ramona (Mona) Rowe, Administrative Specialist II

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Jane Miller, Trainer

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Jacki Gillespie, RN, Trainer, Medical Classes

Located at Fox Run Bldg., 2540 Wrangle Hill Rd., Suite 200, Bear, DE 19701

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Allan Zaback, MSW, DD Program Administrator

Located at Fox Run Bldg., 2540 Wrangle Hill Rd., Suite 200, Bear, DE 19701

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Phone# 302-836-2134

TRAINING GUIDELINES & GENERAL INFORMATION:

- **LATE ARRIVALS**-**No one will be admitted into any training class late.** If there is an emergency or unforeseen complication, the participant will need to attend the **NEXT AVAILABLE CLASS.** **Please make sure your staff are all aware of the correct start times for our classes.**
- **PLEASE DO NOT SEND STAFF AFTER WORKING OVERNIGHT SHIFTS:** Recently, we have had to send home several staff as they had just gotten off of a night shift. Staff can not possibly absorb the pertinent information in classes if they are exhausted, not to mention safety issues.
- **SPECIAL ACCOMMODATIONS**-Every effort will be made to accommodate any special need the student may have. We simply ask that advanced notice be given if possible so that requests may be met in a timely manner.
- **CELL PHONES & PAGERS**- **CELL PHONES & PAGERS ARE TO BE TURNED OFF OR PUT ON "VIBRATE MODE" FOR THE DURATION OF YOUR CLASS.**
- **PLEASE SEND STAFF PREPARED TO TAKE TESTS:** Please ensure your staff come prepared to class with a pen/pencil, etc, **and ready to take a test.**
- **REGISTRATION: Pre-registration is required for the following classes due to maximum capacity attendance regulations that we must follow: CPR Classes, Assistance with Medications (Initial & Recerts, First Aid, and Home Fire Safety (KENT/ SUSSEX ONLY). Anyone that shows up without being registered will be turned away.**
TAPD reserves the right to add any classes to the list that require registration at any time.
- ******PROTOCOL FOR ALL MANDT & ASSISTANCE with MEDICATIONS CLASSES** ALL COUNTIES******Please send ALL KENT/ SUSSEX REGISTRATIONS TO VIKKI SMITH and to MONA ROWE (Ramona) FOR ALL NCC MEDS/ MANDT CLASSES. You will receive either a "Registration Confirmation Voucher" which YOU MUST TAKE TO CLASS OR YOU WON'T GET IN, or, you will receive a "Waiting List Certificate" & be put on a waiting list. Again, Kent/ Sussex must still register for CPR, First Aid, Home Fire Safety & will receive a fax as always if classes are full, but you will only get a registration confirmation voucher for MANDT & Meds classes.**
- **CLASSES REQUIRE MINIMUM REGISTRANTS, CLASSES WITH ONLY A FEW REGISTERED WILL BE Cancelled.**

DIRECTIONS TO KENT/ SUSSEX TRAINING LOCATIONS

STOCKLEY CENTER C-2 BUILDING (TAPD) – GEORGETOWN (TAPD#302-933-3170):

EFFECTIVE 11/15/07, SMOKING IS PROHIBITED ON STOCKLEY CENTER GROUNDS

Take Route 113. About 7 miles south of Georgetown, turn off Rt. 113 at green “Stockley Center” and “Sussex Central High School” sign. (Do not follow the signs, which say “Stockley”, as this will direct you to the town of Stockley.) After approximately 1/2 mile (and over Railroad tracks) you will come to a stop sign. You will be facing Stockley Center. (You will see the white Administration Building.) **PLEASE ALLOW EXTRA TRAVEL TIME, AS ALL VISITORS MUST OBTAIN A VISITOR’S PASS FROM THE SECURITY BUILDING UPON ENTERING STOCKLEY CENTER.**

To C-2 Building – drive north onto SC grounds. Make your first left behind the Administration Building. Continue straight at the first stop sign. Go to the next stop sign and make a right onto Sussex Blvd. **Take your second left onto Campbell Circle, (NOT THE 1ST LEFT ONTO CAMPBELL CIRCLE AS IT IS A “U” SHAPED ROAD)** and C-2 is the second brick building on the left, there is a sign that says “Campbell 2” outside of the building. **Signs on the classroom doors say “Classroom A” & “Classroom B”.**

TO C-3 BUILDING, CLASSROOM C – GEORGETOWN (TAPD #302-933-3170):

Follow directions to the C-2 Building, **C-3 is on your right, located across the street from C-2.** Follow the sidewalk that begins near the Handicapped Parking space, **staying on the sidewalk;** continue towards the back of the building. This sidewalk will take you directly to C-3 classroom door. There is a sign that says “Training Room” along the sidewalk.

SUSSEX COUNTY FIRE SCHOOL – GEORGETOWN (302) 856-5600:

From Rt. 113

Turn onto Rt. 9 heading east (if heading north on Rt. 113, turn right: if heading south. turn left). Follow Rt. 9, through Georgetown, going halfway around the circle and continuing east (follow signs for beaches). Approximately 3 miles east of the circle, look for Passwaters Antiques and the green sign for the Fire School (it will be on your right, next to the Sussex Air Park).

From Lewes

Head toward Georgetown on Rt. 9 west. Look for the Georgetown Truck Bypass, just past Megee’s Plumbing; there is also a green sign for the Fire School. Turn left onto the bypass, cross the railroad tracks, and follow this road to the Fire School (it will be on your right, next to the Sussex Air Park).

DELAWARE STATE FIRE SCHOOL – DOVER (302) 739-4773:

From Route 13

Turn onto State College Road (between DE State College and the DE Agricultural Museum). Go to Dover- Kenton Road (at the end of State College Road) and make a right. Then make a left onto Chestnut Grove Road (Road 158). The Fire School will be on your right.

Thomas Collins Building-DOVER (ph# 302-744-1110)

From the North: (Including Smyrna and New Castle County)

Follow US 13 South. Stay to the Right. Proceed straight through the traffic light at Court Street The Thomas Collins Building is ¼ mile ahead on the right

From the South: (Including Milford and Sussex County)

Follow US 13 North. Left onto Court Street in Dover (at traffic light). Left onto US 13 South. The Thomas Collins Building is ¼ mile ahead on the right

Parking-Thomas Collins-Parking for Thomas Collins can be found on the street and in adjoining parking lot.

DIRECTIONS TO NEW CASTLE TRAINING LOCATIONS

DDDS FOX RUN OFFICES (TAPD/ DDDS NEW CASTLE OFFICE RELOCATED HERE).

Fox Run Office Park - Building C
2540 Wrangle Hill Road
Bear, DE 19701

From the South:

Take I-95 to Route 1 South.

Exit Route 1 south at Rt. 40 (West - stay right at the exit - towards Bear)

Stay on Route 40 - pass the Fox Run Shopping Center.

Turn LEFT onto Wrangle Hill Road (the light at the southern end of the Fox Run Shopping Center)

Make the first LEFT at the traffic light

Make the first RIGHT into the office complex

The DDDS Fox Run Office is the third (last) building on the right. (#2540)

From the South:

Take Route 1 north to the Rt. 40 West exit

Stay on Route 40 - pass the Fox Run Shopping Center.

Turn LEFT onto Wrangle Hill Road (the light at the southern end of the Fox Run Shopping Center)

Make the first LEFT at the traffic light

Make the first RIGHT into the office complex

The DDDS Fox Run Office is the third (last) building on the right. (#2540)

DELAWARE STATE FIRE SCHOOL – NEW CASTLE:

From Northern Delaware

Follow Route 13 South to Rt. 141 Basin Road. Turn right going north on Basin Road, turn right going north on Basin Road, follow approximately 1 mile, turn left onto Commons Blvd. (Rt. 37), follow approximately 1 mile. Turn right onto Old Airport Road. You will see a small green sign that says, “Delaware Fire Service Center.” Follow approximately ¾ miles. Turn right onto McArthur Road, past the treatment plant.

From Interstate 95

Go South on Basin Road, (Rt. 141); follow Basin Road until you get to Commons Blvd. (Rt. 37). Turn right onto Commons Blvd, follow approximately 1 mile. Turn right onto Old Airport Road, you will see a small green sign that says, “Delaware Fire Service Center.” Follow approximately ¾ miles; turn right onto McArthur Road, past the treatment plant.

From Southern Delaware

Follow Route 13 North to Rt. 141 Basin Road. Go North on Rt. 141 Basin Road, follow approximately 1 mile. Turn left onto Commons Blvd, (Rt. 37), follow approximately 1 mile. Turn right onto Old Airport Road, you will see a small green sign that says “Delaware Fire Service Center.” Follow approximately ¾ miles. Turn right onto McArthur Road, past the treatment plant.

COURSE DESCRIPTIONS

Intro to Developmental Disabilities Course Description-

An overview of Developmental Disabilities with an emphasis on Mental Retardation. Includes a video plus discussion on mental retardation and mental illness, handicap v. disability, and expanded explanation of the definition of mental retardation. Also included is the discussion of communication needs.

Rights, ECD (Exploring Culture and Diversity) Course Description -

Discussion of the principle of rights of people with mental retardation. Emphasis on the challenges inherent in providing/ protecting those rights, with discussion of the issue of competence. Review of PM-46 with particular attention to the issue of neglect. Also, the procedure for reporting abuse, neglect, mistreatment, etc. Review of PM-5.

Intro to ELP (*Essential Lifestyles Planning) Course Description -

Discussion of the value of ELP in our resident's lives, the basic process of completing an ELP and things to look for once the ELP is in place. This course looks at the difference in technique for residents with higher levels of function and those with lower levels of function. *New Visions I & II are acceptable substitutes for this class. New Visions I & II is available through the University of Delaware/ Center for Disabilities Studies. Those that attend New Visions I & II must submit a signed voucher or "Certificate of Attendance" to the TAPD office located at Stockley Center, Attn: MARCIE, so the information may be loaded into a training database.

Dietary Awareness Course Description -

Upon course completion learners will:

- 1) Be able to identify and understand what is an adequate diet according to U.S. Department of Agriculture (USDA).
- 2) Be able to identify some of the causes of food borne illness
- 3) Understand how food can impact emotions and medications.
- 4) To understand how to be prepared for and respond to an emergency as it pertains to food storage and consumption.

Understanding Seizures Course Description -

Upon course completion learners will:

- 1) Identify three seizure types by their characteristics.
- 2) Identify three examples of seizure activity that necessitates medical response.
- 3) Identify three correct first aid steps to implement during a seizure.
- 4) Complete a seizure description report accurately.
- 5) Identify three factors that influence seizures.

Infection Control Course Description -

Upon course completion learners will:

- 1) Be aware of OSHA regulations re: infection control (e.g. standard precautions, disinfecting.)
- 2) Know that hand washing is the single most important factor in infection control.
- 3) Know the proper hand washing procedure
- 4) Be familiar with infection control basics.

COURSE DESCRIPTIONS (Continued)

Health Awareness Course Description -

Upon course completion learners will:

- 1) Identify the basics of personal hygiene and grooming as well as identify the proper bath temperature and procedure.
- 2) Understand proper documentation procedures.
- 3) Assess for changes in general condition, as evidenced by performance of ADL (Activities of Daily Living).
- 4) Report pertinent information efficiently and effectively.
- 5) Recognize an emergency and know what to do (i.e. call 911).
- 6) Understand the importance of regular bowel elimination.
- 7) Identify the first sign of a pressure ulcer, and proactive measures.
- 8) Understand the importance of breast examination.
- 9) Demonstrate the proper technique of breast examination.

Assistance with Medications Course Description -

Upon course completion learners will:

- 1) Be familiar with DDS Assistance with Self-Administration of Medications (AWSAM) policies and procedures.
- 2) Know the Rights of AWSAM.
- 3) Understand importance of proper documentation.
- 4) Demonstrate knowledge by passing course test.

Assistance with Medications Recertification Course Description -

Pre-requisite-Must have completed 2-Day Assistance with Medications Course successfully. Upon completion of this annual update, learners will:

- 1) Be updated on DDS AWSAM policies and procedures, and apprised of any changes.
- 2) Review AWSAM course material.
- 3) Demonstrate continued understanding by passing course test.

First Aid Course Description

“To provide participants with the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives”.

Home Fire Safety Course Description-

This course teaches basic home fire safety and fire prevention as instructed by Delaware State Fire School certified Instructors.

MANDT Course Description-

This course teaches an effective strategy for managing challenging behaviors by demonstrating prevention, early interaction and de-escalation of behaviors. This is done through with the “MANDT philosophy” and demonstrating techniques to manage behaviors. Attendees will demonstrate techniques learned in the class as well as partake in written exams.

AHA Adult/ Child Heartsaver CPR Course Description (2-year Certification)-

Upon course completion, the learners will:

- 1) Understand current American Heart Association science for CPR and relief of choking for adults and children.
- 2) Demonstrate proper techniques for CPR and relief of choking for adults and children.

COURSE DESCRIPTIONS (Continued)

AHA Basic Life Support for Health Care Providers Course Description (2-year Certification)-

This course is **recommended for Nurses and other Health Care Professionals**. Upon course completion learners will:

- 1) Understand current American Heart Association science for Basic Life Support, including CPR and relief of choking, AED protocol and use of ambu-bags for adults, children and infants.
- 2) Demonstrate proper techniques presented.
- 3) Successfully complete course test.

ELP Facilitator (Essential Lifestyles Planning) **Intro to ELP or New Visions I & II are pre-requisites for this class.

Participants in this class will receive instruction in how to write a technically correct ELP. Information provided includes: how to gather information, how to organize information into the ELP, reporting and documentation requirements. This course is required for anyone who will be Facilitating and/ or writing ELP's, and recommended for others who have an interest in learning about the process.

STOCKLEY CENTER STAFF TRAININGS ONLY-NO AGENCIES

STOCKLEY CENTER ORIENTATION **STOCKLEY NEW EMPLOYEES ONLY**

July 7-16, 2008	Times according to daily schedule sent out by Marcie
August 4-13, 2008	Times according to daily schedule sent out by Marcie
September 15-24, 2008	Times according to daily schedule sent out by Marcie
Sept. 29-Oct. 8, 2008	Times according to daily schedule sent out by Marcie
December 8-17, 2008	Times according to daily schedule sent out by Marcie

The first day of each Orientation is held in C-2, Classroom A, 8am-4pm, unless otherwise notified.

STOCKLEY CENTER ANNUAL UPDATE

STOCKLEY CENTER EMPLOYEES ONLY: PLEASE REGISTER with VIKKI IN C-2 via FAX OR E-MAIL ONLY

July 17, 2008	C-2, Classroom A	8am-4pm
August 19, 2008	C-2, Classroom A	8am-4pm
September 11, 2008	C-2, Classroom A	8am-4pm
October 9, 2008	C-2, Classroom A	8am-4pm
November 13, 2008	C-2, Classroom A	8am-4pm
November 18, 2008	C-2, Classroom A	8am-4pm
December 17, 2008	C-2, Classroom A	8am-4pm

Annual Update Schedule of Classes-(SUBJECT TO CHANGE):

8am-9:30am	Safety Training
9:30am-10am	Break
10am-10:30am	IC
10:30am-11am	Right to Know
11am-11:30am	Rights/ Abuse (PM 5) & (PM46)
11:30am-12pm	Fire Safety
12pm-1pm	Lunch

***1PM-4PM HELD IN THE C-1 BUILDING**

***1pm-4pm**

(Report to C-1, Therapy Services for Afternoon Sessions after Lunch Break)

30 MAX REGISTRANTS!!

KENT/ SUSSEX TRAININGS

PLEASE REGISTER with Vikki/ KENT/ SUSSEX TAPD for APPLICABLE CLASSES

INTRO TO DEVELOPMENTAL DISABILITIES/ RIGHTS, ECD/ INTRO TO ELP

(FOR NEW STAFF-Rights Annual Recerts to be done by your Agency)

July 8, 2008	9:30am-4pm	Stockley Center, C-2, Room A, Georgetown
August 5, 2008	9:30am-4pm	Stockley Center, C-2, Room A, Georgetown
Sept. 16, 2008	9:30am-4pm	Stockley Center, C-2, Room A, Georgetown
Sept. 30, 2008	9:30am-4pm	Stockley Center, C-2, Room A, Georgetown
Dec. 9, 2008	9:30am-4pm	Stockley Center, C-2, Room A, Georgetown

UNDERSTANDING SEIZURES/ INFECTION CONTROL/ HEALTH AWARENESS

(FOR NEW STAFF-Infection Control Annual Recert TO BE DONE BY YOUR AGENCY)

July 15, 2008	9am-3pm	Stockley Center, C-2, Room A, Georgetown
August 12, 2008	9am-3pm	Stockley Center, C-2, Room A, Georgetown
Sept. 23, 2008	9am-3pm	Stockley Center, C-2, Room A, Georgetown
Oct. 7, 2008	9am-3pm	Stockley Center, C-2, Room A, Georgetown
Dec. 16, 2008	9am-3pm	Stockley Center, C-2, Room A, Georgetown

HOME FIRE SAFETY

(REGISTRATION REQUIRED-Please Register with Vikki, Kent/ Sussex TAPD)

July 9, 2008	12:30pm-3:30pm	Delaware State Fire School-DOVER
August 13, 2008	12:30pm-3:30pm	DE State Fire School-Sussex-GEORGETOWN
Sept.10, 2008	9:30am-12:30pm	Delaware State Fire School-DOVER
Oct. 8, 2008	9:30am-12:30pm	DE State Fire School-Sussex-GEORGETOWN
Nov. 12, 2008	12:30pm-3:30pm	Delaware State Fire School-DOVER
Dec. 10, 2008	9:30am-12:30pm	DE State Fire School-Sussex-GEORGETOWN

DIETARY AWARENESS

(FOR NEW STAFF)

July 14, 2008	9:30am-12:30pm	Stockley Center, C-2, Room A, Georgetown
August 11, 2008	9:30am-12:30pm	Stockley Center, C-2, Room A, Georgetown
Sept. 22, 2008	9:30am-12:30pm	Stockley Center, C-2, Room A, Georgetown
Oct. 6, 2008	9:30am-12:30pm	Stockley Center, C-2, Room A, Georgetown
Dec. 15, 2008	9:30am-12:30pm	Stockley Center, C-2, Room A, Georgetown

KENT/ SUSSEX TRAININGS

PLEASE REGISTER with KENT/ SUSSEX TAPD for APPLICABLE CLASSES

MANDT INITIAL CERTIFICATION

(MUST HAVE "REGISTRATION CONFIRMATION VOUCHER"-Please Register with Kent/ Sussex TAPD TO RECEIVE YOUR VOUCHER OR YOU WILL NOT BE ALLOWED IN TO CLASS)

July 9 & 10, 2008	8:30am-4pm/ BOTH DAYS	Stockley Center, C-3, Room C
August 6 & 7, 2008	8:30am-4pm/ BOTH DAYS	Stockley Center, C-3, Room C
Sept. 17 & 18, 2008	8:30am-4pm/ BOTH DAYS	Stockley Center, C-3, Room C
Oct. 1 & 2, 2008	8:30am-4pm/ BOTH DAYS	Stockley Center, C-3, Room C
Dec. 10 & 11, 2008	8:30am-4pm/ BOTH DAYS	Stockley Center, C-3, Room C

MANDT RECERT TO BE DONE BY AGENCIES

AMERICAN RED CROSS FIRST AID BASIC (3yr. Cert.)

(REGISTRATION REQUIRED-Please Register with Kent/ Sussex TAPD)

July 22, 2008	9am-1pm	Stockley Center, C-2, Room B, Georgetown
August 12, 2008	9am-1pm	Stockley Center, C-2, Room B, Georgetown
Sept. 16, 2008	9am-1pm	Stockley Center, C-2, Room B, Georgetown
Oct. 15, 2008	9am-1pm	Stockley Center, C-2, Room B, Georgetown
Dec. 3, 2008	9am-1pm	Stockley Center, C-2, Room B, Georgetown

ELP FACILITATOR TRAINING

(REGISTRATION REQUIRED-Please Register with Mona, NCC TAPD for this class)

Aug. 26 & 27, 2008	9:30am-3:30pm	Thomas Collins Building, DOVER
June 16 & 17, 2008	9:30am-3:30pm	Thomas Collins Building, DOVER

MUST REGISTER FOR ELP FACILITATOR TRAINING WITH MONA, NCC TAPD via FAX (302) 836-2645 or ramona.rowe@state.de.us

NO PHONE CALLS, PLEASE!

KENT/ SUSSEX TRAININGS

PLEASE REGISTER with Vikki/ KENT/ SUSSEX TAPD for APPLICABLE CLASSES

HEALTHCARE PROVIDER for MEDICAL PROFESSIONALS

(REGISTRATION REQUIRED-Please Register with Vikki, Kent/ Sussex TAPD)

August 14, 2008	9am-12:30pm	Stockley Center, C-2, Room B, Georgetown
October 14, 2008	9am-12:30pm	Stockley Center, C-2, Room B, Georgetown
Dec. 16, 2008	9am-12:30pm	Stockley Center, C-2, Room B, Georgetown

ADULT/ CHILD CPR HEARTSAVER

(REGISTRATION REQUIRED-Please Register with Vikki, Kent/ Sussex TAPD)

July 8, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
July 8, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
July 14, 2008	1:30pm-3:30pm	Stockley Center, C-2, Room B, Georgetown
August 6, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
August 6, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
August 11, 2008	1:30pm-3:30pm	Stockley Center, C-2, Room B, Georgetown
August 14, 2008	12pm-2pm	Stockley Center, C-2, Room B, Georgetown
September 9, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
September 9, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
Sept. 22, 2008	1:30pm-3:30pm	Stockley Center, C-2, Room B, Georgetown
October 6, 2008	1:30pm-3:30pm	Stockley Center, C-2, Room B, Georgetown
October 14, 2008	12pm-2pm	Stockley Center, C-2, Room B, Georgetown
Oct. 16, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
Oct. 16, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
Nov. 18, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
Nov. 18, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
Dec. 9, 2008	9:30am-11:30am	Stockley Center, C-2, Room B, Georgetown
Dec. 9, 2008	12:30pm-2:30pm	Stockley Center, C-2, Room B, Georgetown
Dec. 15, 2008	1:30pm-3:30pm	Stockley Center, C-2, Room B, Georgetown

REGISTRATION REQUIRED FOR ALL HEALTHCARE PROVIDER AND ADULT/ CHILD CPR CLASSES!! (Through Vikki/ Kent/ Sussex TAPD)

REGISTRATIONS ACCEPTED VIA FAX or e-mail ONLY!! NO PHONE CALLS!!! (302) 934-1944, fax, or victoria.smith@state.de.us e-mail.

KENT/ SUSSEX TRAININGS

PLEASE REGISTER with Vikki/ KENT/ SUSSEX TAPD

****UPDATE to ASSISTANCE with MEDICATIONS for Supervisors**

REGISTRATION REQUIRED through Vikki/ Kent/ Sussex TAPD for Stockley Center classes

July 11, 2008	9am-3pm	S. Center, C-2, Rm. A, G-town
August 15, 2008	9am-3pm	S. Center, C-2, Rm. B , G-town
October 3, 2008	9am-3pm	S. Center, C-2, Rm. B , G-town

ASSISTANCE with MEDICATIONS (For New Staff or Med Errors)

(MUST HAVE REGISTRATION CONFIRMATION VOUCHER-Please Register with Vikki, Kent/ Sussex TAPD TO RECEIVE YOUR CERTIFICATE OR YOU WILL NOT BE ALLOWED IN TO CLASS)

July 9 & 10, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. A, G-town
August 4 & 5, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. B , G-town
August 11 & 12, 2008	9am-4:15pm/ BOTH DAYS	Thomas Collins Bldg., DOVER
Sept. 8 & 9, 2008	9am-4:15pm/ BOTH DAYS	Thomas Collins Bldg., DOVER
Sept. 17 & 18, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. A, G-town
October 1 & 2, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. A, G-town
Nov. 12 & 13, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. B , G-town
Nov. 17 & 18, 2008	9am-4:15pm/ BOTH DAYS	Thomas Collins Bldg., DOVER
Dec. 10 & 11, 2008	9am-4:15pm/ BOTH DAYS	S. Center, C-2, Rm. A, G-town

ASSISTANCE with MEDICATIONS ANNUAL RECERT

(MUST HAVE REGISTRATION CONFIRMATION VOUCHER-Please Register with Vikki, Kent/ Sussex TAPD TO RECEIVE YOUR CERTIFICATE OR YOU WILL NOT BE ALLOWED IN TO CLASS)

July 7, 2008	9:45am-1pm	Thomas Collins Bldg., DOVER
July 16, 2008	9:45am-1pm	Stockley Center, C-2, Room A, Georgetown
August 13, 2008	9:45am-1pm	Stockley Center, C-2, Room A, Georgetown
Sept. 15, 2008	9:45am-1pm	Stockley Center, C-2, Room B , Georgetown
Sept. 22, 2008	9:45am-1pm	Thomas Collins Bldg., DOVER
October 9, 2008	9:45am-1pm	Stockley Center, C-2, Room B , Georgetown
October 15, 2008	9:45am-1pm	Thomas Collins Bldg., DOVER
November 19, 2008	9:45am-1pm	Stockley Center, C-2, Room A, Georgetown
Dec. 15, 2008	9:45am-1pm	Thomas Collins Bldg., DOVER
Dec. 17, 2008	9:45am-1pm	Stockley Center, C-2, Room B , Georgetown

NEW CASTLE COUNTY TRAININGS

PLEASE NOTE THAT THE NEW CASTLE COUNTY TAPD/ DDDS OFFICES HAVE MOVED TO THEIR NEW LOCATION AT FOX RUN.

INTRO TO DEVELOPMENTAL DISABILITIES

July 9, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE
October 1, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE

INTRO TO ESSENTIAL LIFESTYLE PLANNING

July 8, 2008	1pm-4pm	DDDS-FOX RUN, BEAR, DE
September 16, 2008	9am-12pm	DDDS-FOX RUN, BEAR, DE
November 19, 2008	9am-12pm	DDDS-FOX RUN, BEAR, DE

RIGHTS, ECD (Exploring Culture & Diversity)

July 16, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE
October 15, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE

ELP FACILITATOR TRAINING

(REGISTRATION REQUIRED-Please Register with Mona, NCC TAPD)

Aug. 6 & 7, 2008	9:30AM-3:30pm	Thomas Collins Bldg.-DOVER
Nov. 5 & 6, 2008	9:30AM-3:30pm	Thomas Collins Bldg.-DOVER

MUST REGISTER FOR ELP FACILITATOR TRAINING WITH MONA, NCC TAPD via FAX (302) 836-2645 or ramona.rowe@state.de.us

NO PHONE CALLS, PLEASE!

DIETARY AWARENESS

Sept. 10, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE
Nov. 12, 2008	5pm-8pm	DDDS-FOX RUN, BEAR, DE

NEW CASTLE COUNTY TRAININGS

UNDERSTANDING SEIZURES

*****REGISTRATION IS REQUIRED FOR THIS COURSE*** PLEASE CONTACT NCC TAPD OFFICE via FAX 302-836-2647, or e-mail ramona.rowe@state.de.us*****

July 10, 2008	9:30am-12:30pm	DDDS-FOX RUN, BEAR, DE
August 11, 2008	9:30am-12:30pm	DDDS-FOX RUN, BEAR, DE
Sept. 11, 2008	9:30am-12:30pm	DDDS-FOX RUN, BEAR, DE
Oct. 9, 2008	9:30am-12:30pm	DDDS-FOX RUN, BEAR, DE
Nov. 13, 2008	9:30am-12:30pm	DDDS-FOX RUN, BEAR, DE

HEALTH AWARENESS/ INFECTION CONTROL

(Infection Control Annual Recert TO BE DONE BY YOUR AGENCY)

July 9, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE
Aug. 5, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE
Sept. 10, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE
Oct. 8, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE
Nov. 12, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE
Dec. 10, 2008	9:30am-3:30pm	DDDS-FOX RUN, BEAR, DE

HOME FIRE SAFETY

July 25, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK
August 22, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK
Sept. 19, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK
Oct. 31, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK
Nov. 28, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK
Dec. 12, 2008	9:30am-12:30pm	New Castle County Fire School-NEWARK

MANDT INITIAL CERTIFICATION

(MUST HAVE REGISTRATION CONFIRMATION VOUCHER-Please Register with Mona, NCC TAPD TO RECEIVE YOUR VOUCHER OR YOU WILL NOT BE ADMITTED IN TO CLASS)

Sept. 18 & 19, 2008	9am-4:30pm/ BOTH DAYS	DDDS-FOX RUN, BEAR, DE
Nov. 13 & 14, 2008	9am-4:30pm/ BOTH DAYS	DDDS-FOX RUN, BEAR, DE

MANDT RECERT TO BE DONE BY AGENCIES

NEW CASTLE COUNTY TRAININGS

UPDATED ASSISTANCE with MEDICATIONS for SUPERVISORS

*****REGISTRATION IS REQUIRED FOR THIS COURSE*** PLEASE CONTACT NCC TAPD OFFICE via FAX 302-836-2647, or e-mail ramona.rowe@state.de.us*****

July 22, 2008	9:30a-3:30p	DDDS-FOX RUN, BEAR, DE
Aug. 19, 2008	9:30a-3:30p	DDDS-FOX RUN, BEAR, DE
Oct. 7, 2008	9:30a-3:30p	DDDS-FOX RUN, BEAR, DE
Dec. 9, 2008	9:30a-3:30p	DDDS-FOX RUN, BEAR, DE

ASSISTANCE with MEDICATIONS (Initial for New Staff or Med Errors)

(MUST HAVE REGISTRATION CONFIRMATION VOUCHER-Please Register with Mona, NCC TAPD TO RECEIVE YOUR VOUCHER OR YOU WILL NOT BE ADMITTED IN TO CLASS)

July 1 & 2, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
July 23 & 24, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Aug. 6 & 7, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Sept. 3 & 4, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Oct. 1 & 2, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Oct. 22 & 23, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Nov. 5 & 6, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE
Dec. 3 & 4, 2008	9:30a-4:30p/ 9:30a-1:30p	DDDS-FOX RUN, BEAR, DE

ASSISTANCE with MEDICATIONS RECERT

(MUST HAVE REGISTRATION CONFIRMATION VOUCHER-Please Register with Mona, NCC TAPD TO RECEIVE YOUR VOUCHER OR YOU WILL NOT BE ADMITTED IN TO CLASS)

July 16, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
July 17, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Aug. 27, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Aug. 28, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Sept. 17, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Sept. 18, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Oct. 15, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Oct. 16, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Nov. 19, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Nov. 20, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Dec. 17, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE
Dec. 18, 2008	9:30a-4:30p	DDDS-FOX RUN, BEAR, DE

SPECIAL TRAININGS OFFERED BY NCC TAPD

*****REGISTRATION IS REQUIRED FOR THESE COURSES*** PLEASE CONTACT
MONA in the NCC TAPD OFFICE via FAX 302-836-2647, or e-mail
ramona.rowe@state.de.us*****

Human Sexuality (Part 1)

*****REGISTRATION IS REQUIRED FOR THIS COURSE*** PLEASE CONTACT
MONA in the NCC TAPD OFFICE via FAX 302-836-2647, or e-mail
ramona.rowe@state.de.us*****

Participants in this class will explore the core concepts of the human sexual experience, developmental milestones and how sexuality intersects with current issues.

Date	Location	Time
November 17	DDDS – Fox Run	9:30 – 3:00 p.m.

Human Sexuality (Part 2)

*****REGISTRATION IS REQUIRED FOR THIS COURSE*** PLEASE CONTACT
MONA in the NCC TAPD OFFICE via FAX 302-836-2647, or e-mail
ramona.rowe@state.de.us*****

Participants in this class will build on the learning from Part 1 and will continue discussion of issues from Part 1. Participants will explore disabilities and the issues of sexuality. Topic areas will include understanding and evaluating problematic behaviors, teaching and social skills acquisition and the development and use of safety plans and other strategies.

Date	Location	Time
December 2	- DDOS – Fox Run	9:30 – 3:00 p.m.

******AGAIN, PLEASE REGISTER FOR THE COURSES ON THIS PAGER
WITH MONA/ NCC TAPD via FAX or E-MAIL ONLY
302-836-2647, fax or ramona.rowe@state.de.us**

*******Special Training Opportunities-REGISTER THROUGH SHARPER TRAINING AND CONSULTATION SERVICES, NOT TAPD (for Qualified Candidates)*******

REGISTRATIONS FOR THE FOLLOWING SPECIAL TRAININGS ARE THROUGH SHARPER TRAINING and CONSULTATION SERVICES, NOT TAPD. PLEASE PAY CLOSE ATTENTION TO THE REQUIREMENTS/ PRE-REQUISITES FOR THESE COURSES.

Train the Trainer

August 19 & 26, 2008 - 9:00 a.m. – 4:30 p.m. Both Days; DDDS Fox Run

Participants who successfully complete BOTH days of this training will be prepared to conduct staff training using the DDDS-developed curriculum. This 2-day training is for candidates interested in learning the techniques to become an effective trainer. Review of each individual curriculum is NOT covered in this course. Instead, learners will be instructed how to effectively deliver the materials to an audience of adult learners using a variety of techniques and strategies. Successful candidates should have a desire to conduct training for groups of staff, and should have some familiarity with the current DDDS curriculum. **Attendance at both full days is required.**

Registration is required for this course. *Registrations must be accompanied by a letter of recommendation for the candidate from the agency Director or designee. Please attach a copy of the recommendation letter with the registration form.*

Train the Trainer for Understanding Seizures

October 15, 2008 - 9:30am – 1:30pm. DDDS Fox Run

Participants will become familiar with the “Understanding Seizures” training curriculum, and will be instructed in the use of the accompanying training materials, such as the Power Point presentation. Training techniques will NOT be covered in this course. This training is for Nurses or candidates, who have previously completed a train the trainer course, have some nursing/medical education / background (preferably in Seizures) and experience in the field of supporting people with Developmental Disabilities. All training materials will be provided to participants upon successful completion of the course.

Registration is limited to one (1) candidate per agency. Registration is required for this course. *Registrations must be accompanied by a letter of recommendation for the candidate from the agency Director or designee outlining their qualifications. Please attach a copy of the recommendation letter with the registration form.*

REGISTRATION INFORMATION FOR:

- Train the Trainer - Train the Trainer for Understanding Seizures

Sharper Training and Consultation Services

Fax Number: (302) 655 - 4518

E-mail: registration@sharpertraining.net

On-Line: www.sharpertraining.net Click on the Class Registration Button

Phone: (302) 379 - 3070 (for information ONLY)

*** Sharper Training and Consultation Services accepts registrations by fax, e-mail or on-line only. NO phone registration is accepted for these courses.**

**Division of Developmental Disabilities Services (DDDS)
Office of Training and Professional Development (TAPD)**

CLASS REGISTRATION FORM

NAME	AGENCY	CLASS TITLE	DATE(S)

Submitted by: _____ **(Phone)** _____

Agency: _____ **(Location)** _____

RETURN FAX# of Person Submitting

(must have to process): () _____

Kent/ Sussex Registrations SUBMIT TO (NO PHONE CALLS):
VIKKI SMITH /FAX# 302-934-1944/ e-mail: **victoria.smith@state.de.us**

NCC/ Fox Run Registrations SUBMIT TO (NO PHONE CALLS):
MONA ROWE /FAX# 302-836-2647/ e-mail: **ramona.rowe@state.de.us**